

Project Associate: Philadelphia, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers, and policymakers across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at www.TheFoodTrust.org.

POSITION SUMMARY

The Food Trust is seeking an enthusiastic, creative, organized Project Associate to assist with a variety of administrative tasks. Tasks includes data entry, food ordering, filing, copying, supply orders and material organization.

ESSENTIAL FUNCTIONS

- Enter PA SNAP-Ed documentation forms into STARTRACKS database
- File paperwork as needed in filing/storage systems
- Organize nutrition education materials and supplies and distribute to staff as needed
- Assist with preparation for meetings and events
- Process copy order requests
- Manage inventory/ storage systems, order supplies as needed
- Research quotes for and place food orders for programming needs

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to organize tasks and follow-up in an efficient manner with strong attention to detail in a fast-paced environment.
- Knowledge of the concepts with cultural competencies and utilizes this information for the enhancement of programming, and ability to communicate and foster relationships with a diverse group of individuals.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- Ability to operate and handle cooking related equipment as necessary to implement cooking component of the program.
- Effective written and verbal communication skills.



- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external partners and community members.
- Adheres to all Food Trust and departmental policies and procedures.
- Attends all Food Trust in-services as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand and walk to/from office and internal storage rooms; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch.
- The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to schools and other community locations/special events as needed.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

SALARY/PAY RATE: The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive, mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team.

EMPLOYMENT CATEGORY: FULL-TIME

JOB OPEN DATE: IMMEDIATELY

To apply: Email your *résumé and cover letter* to jobs@thefoodtrust.org. Please reference “Project Associate- Data” in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.